



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

2010 SEP 15 PM 1:26

SEPTEMBER 14, 2010

VACANCY ANNOUNCEMENT

#74-10

DEPARTMENT: LAW & ORDER
POSITION: DISPATCHER (2 POSITIONS)
WAGES/SALARY: \$13.46 (\$27,996.80-Annually)
CLOSING DATE: OPEN UNTIL FILLED

DUTIES:

Receives, screens, prioritize and transmits routine and emergency telephone and radio messages, dispatches required personnel (police, fire, EMT, F&G, etc.) utilizing established codes; maintains radio contact with public safety personnel and keeps supervisors and officers informed of current situations; maintains a hand written log; utilizes a computer system by entering and retrieving data related to police calls and contacts; utilizes a national crime computer system by entering and relaying data related to police calls and contacts. The selected candidate will be scheduled to participate in on-the-job training that will measure job aptitude and mental and physical ability to effectively use sound judgment in high-pressure emergency situations. Based on the nature of law enforcement related information the incumbent must be willing to deal with difficult and sensitive information involving the general public and not be easily offended by obscene or unpleasant language during difficult public contact encounters over the phone or in person. Performs receptionist duties; responds to questions from walk-in and telephone traffic. Performs various clerical duties including completing the maintenance calls from the public regarding water, sewer, natural gas, streets or other service problems and immediately relay to individual(s) designated to handle the problem. 12 hour shift work required and/or being called in to work to cover a shift without prior notice. Also required to work some weekends and holidays.

QUALIFICATIONS:

Knowledge of telephone and related equipment. Ability to interact and communicate with people over the telephone, often in stressful situations. Skill in the use of computer for technical and communication applications. Ability to answer telephone and take messages. Knowledge of fire and burglar alarm systems reporting. Word processing and/or data entry skills. Knowledge of radio dispatch regulations, procedures, protocols, and/or equipment. Clerical, word processing, and/or office skills. Receptionist skills. Records maintenance skills. Ability to multi task. High school diploma or GED. Must be able to attend job related training out of town as scheduled. Must possess a telephone and reliable transportation. Must possess a valid driver's license, must be at least 21 years old.

PHYSICAL REQUIREMENTS:

Speaking clearly and concisely, reaching for telephones and radio access, sitting, typing, and listening to radios and telephone. Primary duties are performed while sitting for prolonged and extended periods of time with occasional or intermittent standing during a 12 hour shift; must be able to safely reach, twist, bend and to access supplies, records and reports; safely lift files (approximately 25 pounds) and remove from counter tops or file drawers; the operation of a personal computer requires finger dexterity and the ability to withstand exposure to vibration, pitch, and glare from the computer screen. Work is performed in an indoor office environment with a controlled climate. You must submit a completed typing certificate verifying a corrected typing speed of net 30 wpm taken within the last six months to the CRIT Human Resources Department along with employment application. Based on the information on the application, those deemed most qualified will be invited to participate in a selection testing which will include a written test and an oral interview. Selection testing will be scheduled on an as needed basis as qualified applicants apply. As positions become available, an offer of employment is contingent upon a candidate's completion of a thorough background with acceptable results (personal history statement, fingerprinting, drug screening & polygraph) prior to placement in the position, a prospective employee shall complete a medical examination to assess ability to perform the essential duties and responsibilities of the position.

For Employment Application visit: <http://crit-nsn.gov>

Or

Apply at: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344

UNDER THE TITLE VII OF THE CIVIL RIGHTS ACT SECTION 701(b) AND 703 (i) EXPLICITLY EXEMPTS FROM COVERAGE THE PREFERENTIAL EMPLOYMENT OF INDIAN BY INDIAN TRIBES. THEREFORE, CRIT ACKNOWLEDGES AND EXTENDS PREFERENTIAL TREATMENT TO THE ENROLLED MEMEBERS WHO QUALIFY TOWARD ALL EMPLOYMENT OPPORTUNITIES OTHERWISE, C.R.I.T. DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS BASED ON RACE, COLOR, SEX, RELIGION, OR NATIONAL ORIGIN.

THE COLORADO RIVER INDIAN TRIBES OFFERS HEALTH and LIFE INSURANCE, PAID HOLIDAYS, SICK LEAVE, ANNUAL LEAVE and 401K PENSION PLAN. PRE-EMPLOYMENT DRUG SCREENING REQUIRED



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Eldred Enas, Chairman

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September 14, 2010

VACANCY ANNOUNCEMENT

#73-10

DEPARTMENT: CRIT GAMING AGENCY

JOB TITLE: GAMING INSPECTOR

SALARY: \$23,920.00 - \$24,648.00

CLOSING DATE: OPEN UNTIL FILLED

OVERVIEW:

The Tribal/State Gaming Compact and C.R.I.T. Gaming Code calls for the establishment of a Tribal Gaming office and Inspection staff. The Tribal Gaming Office is to be entirely separate and independent of the gaming operation. It requires Inspectors to be present in the gaming facility during all hours of gaming operation.

DUTIES:

1. Monitors casino gaming operations and revenues
2. Determines casino compliance with the Tribal/State Gaming Compact, C.R.I.T. Gaming Code and all other regulation concerning gaming
3. Prepares reports and make inspections as required
4. Performs special inspections as circumstances warrant
5. Become intimately familiar with the policies and procedures of all departments in the gaming facility, their members, members duties and department chain of command
6. Maintain possession and control of casino slot machine computer board access keys and tamper proof tape
7. Observe and document slot machine logic board access, and provide forms for the release and receipt of computer chips (EPROM)
8. Review and audit internal control systems to verify the: 1) Records are accurate and reliable; 2) Assets are safeguarded; 3) Access is controlled; 4) Action is take for any discrepancies; 5) Functions, duties and responsibilities are separated and performed by the use of sound practices by competent qualified personnel
9. Be familiar with:
 - Tribal/State Gaming Compact and its Appendices
 - Indian Gaming Regulatory Act (IGRA)
 - Class II and Class III gaming
 - All relevant laws, codes and regulations that apply
10. Identifies deficiencies in the system of internal controls and recommend appropriate changes

11. May be required, in the absence of the Supervisor of Inspectors, to act as the Lead Inspector
12. Receives complaints from the general public and takes appropriate action
13. Check the expiration of gaming employee licenses on an ongoing basis
14. Examines, tests, and inspects gaming equipment as required by the Gaming Agency
15. Be constantly observant for any physical hazards or acts/omissions that would jeopardize the safety of patrons or employees
16. Applicant will handle highly confidential information and be bound by a Confidentiality Agreement
17. Must acknowledge and agree to maintain a Drug-Free Work place as a condition of employment.
18. Physical and emotional condition adequate to meet the demands of assigned duties
19. Maintain professional appearance, conduct and impartiality in the performance of duties
20. Establish and maintain good working relationship with other individuals of varying social and cultural backgrounds
21. This position has to be constantly aware of potential liabilities and must act in an appropriate manner at all times in all situations
22. Performs other duties as required

QUALIFICATIONS:

1. Must have a valid Arizona Driver's License
2. A minimum of two years work experience in law enforcement or with a regulatory agency
3. Good investigative report writing skills
4. Must possess the capability of making good decisions
5. Must possess some computer skills
6. Must be proficient in gaming industry regulations and organization operating procedures
7. High School diploma or GED is necessary and some college courses would be helpful but, not mandatory

EMPLOYMENT WITH THE GAMING AGENCY PROHIBITS THE EMPLOYEE FROM GAMBLING IN THE BLUE WATER CASINO

For Employment Application visit: <http://crit-nsn.gov>
or

Apply at: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344

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CRIT offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



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Eldred Enas, Chairman

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SEPTEMBER 10, 2010

#72-10

VACANCY ANNOUNCEMENT

DEPARTMENT: SAND & ROCK ENTERPRISE
POSITION: GENERAL MANAGER
REPORTS TO: C.R.I.T. TRIBAL COUNCIL
SALARY: D.O.E.
CLOSE: TUESDAY, OCTOBER 12, 2010 AT 5:00 P.M.

INTRODUCTION:

Under the Direction of the Colorado River Indian Tribal Council, incumbent will provide direction, guidance, supervision and general management to the Colorado River Sand and Rock Staff.

DUTIES, EDUCATION and RESPONSIBILITIES:

- FIVE YEARS EXPERIENCE IN THE RED-MIX CONCRETE AND AGGREGATE INDUSTRY
- LONG AND SHORT TERM GROWTH PLANNING
- PROJECTING AND MEETING THE BUDGETED COSTS IN ALL AREAS OF THE PLANT OPERATION
- ENGINEERING REQUIREMENTS, TRACKING OF EQUIPMENT, PURCHASE EQUIPMENT
- LABOR DISPUTES
- ENVIRONMENTAL, MINING AND RECLAMATION PLANNING
- FLOOD CONTROL ENGINEERING
- PERMIT ACQUISITION
- MINING AND ACQUISITION FEASIBILITY
- MINING RESERVES ASSESSMENT
- INVENTORY MEASUREMENT AND ASSESSMENT, MEETING WITH THE ARIZONA ROCK PRODUCT ASSOCIATION
- WORKING WITH THE CORP OF ENGINEERS
- WORKING WITH ENVIRONMENTAL GOVERNMENTAL AND ACTIVIST GROUPS, HOME OWNER OR SUBDIVISIONS ASSOCIATIONS
- WORKING WITH CONTRACTORS, VENDORS SUPPLIERS AND CUSTOMERS
- WORKING WITH WATER RESOURCES GOVERNMENTAL GROUPS, BANKERS, INSURANCE AND FINANCIAL GROUPS
- BUILDING AND MAINTAINING CUSTOMER RELATIONS
- KNOWLEDGEABLE AND ATTENTIVE TO SUPERVISION AND MANAGEMENT REQUIREMENTS
- MONITORING PRODUCTION RESULTS OF EMPLOYEES, IMPROVED PRODUCTION AND QUALITY PRODUCTS

- MUST HAVE KNOWLEDGE AND UNDERSTANDING OF MSHA MINING REQUIREMENTS

KNOWLEDGE, SKILLS AND ABILITIES

- MUST HAVE KNOWLEDGE AND UNDERSTANDING OF PREPARING CONCRETE MIX DESIGNS IN ACCORDANCE WITH SPECIFIC AGGREGATES AND CEMENT WEIGHTS WITH A.D.O.T., CAL TRANS AND VARIOUS CITY REQUIREMENTS AND MAKE ADJUSTMENTS AS NEEDED
- KNOWLEDGE OF MATERIAL GRADATION AND SIEVE ANALYST
- COMPUTER INPUT FOR JOB SETUP, BIDDING AND TRACKING SYSTEM
- PREPARE PRICE QUOTES FOR VARIOUS JOBS
- FOLLOW UP ON CUSTOMER BILLING, LATE PAYMENTS AND NON SUFFICIENT FUND PAYMENTS
- HAVE THE ABILITY TO TROUBLE SHOOT MECHANICAL AND ELECTRICAL PROBLEMS WITH BATCH PLANTS, JAW CRUSHERS, CONE CRUSHER, WET PLANTS, HEAVY EQUIPMENT AND CEMENT MIXERS
- MUST BE ABLE TO PERATE HEAVY EQUIPMENT
- MUST POSSES A CURRENT CLASS "A" CDL AND MEDICAL CARD

APPLY AT:

**C.R.I.T. HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan



SEPTEMBER 07, 2010

COLORADO RIVER INDIAN TRIBES

Human Resources

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PARKER, ARIZONA 85344
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Eldred Enas, Chairman

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#71-10

VACANCY ANNOUNCEMENT

DEPARTMENT: LAW & ORDER – ADMINISTRATION
POSITION: HOMELAND SECURITY COORDINATOR (OR EMERGENCY SERVICES MANAGER)
SALARY: \$19.23 PER HOUR / \$39,980 ANNUALLY
CLOSING DATE: OPEN UNTIL FILLED

DUTIES / FUNCTIONS:

The incumbent serves as the administrator for the overall operation of the Tribal Law Enforcement Services –

Homeland Security program that includes:

- planning
- coordination
- and collaboration of Emergency Services for the Colorado River Indian Tribes Emergency Response Plan.

The incumbent reviews Federal, State, County, and local government responsibilities, listed in publicized plans for the State of Arizona, and La Paz County to ensure compatibility of overall emergency plans. The incumbent interacts with federal, State, County and local government to ensure that emergency plans and operating procedures are in place and current; plan and conduct a full range of exercises to test emergency functions and plans; and provide training to various community and local entities to enhance emergency preparedness. The work is performed with considerable independent judgment within established operational and procedural guidelines. The incumbent is under the command of the Deputy Chief of Police.

****NOTE: AS THE HOMELAND SECURITY COORDINATOR, HE OR SHE WILL BE SUBJECT TO CALL-OUT AND WILL REQUIRE RESIDING WITHIN THE EXTERIOR BOUNDARIES OF THE COLORADO RIVER INDIAN RESERVATION.****

JOB DUTIES:

- Develops implements and maintains a comprehensive multi-hazard emergency operations plan in accordance with FEMA guidelines / NIMS requirements including but not limited to the following: program management, personnel management, equipment inventory, budgeting, reporting, training, record-keeping and other unforeseen emergency management issues.
- Coordinate and/or prepare plans for all tribal operational emergency support functions; develop, organize and administer the facility plan review program, review and reconcile difference of opinion regarding adequacy of facility plans.
- Reviews and ensures that proper equipment, adequate staffing and support resources are available to efficiently and effectively coordinate emergency response efforts for the Tribes.

- Ensures cooperation and coordination of all Tribal programs for effective emergency response efforts during declared emergencies and localized emergency situations within the Reservation.
- Assists all Tribal departments and programs in preparing and updating emergency response plans and standard operating procedures plans in accordance with established Tribal policies and procedures; and programs on the requirements and provisions of the Tribal Emergency Plan.
- Serves as the Tribes Mobile Command Center for coordination with FEMA officials for emergency assistance requests, documentation and recordkeeping of critical information.
- Prepare and/or implement detailed mitigation reviews that identify operations, procedure(s) to alleviate negative impacts of emergency situations.
- Plans, conducts and evaluates Tribal emergency exercises in accordance with FEMA guidelines.
- Research and collect information for input into the NIMS record system to assist state and local decision makers in emergency operations.
- Is on call after working hours and on weekends to coordinate emergency operations and/or calls for emergency assistance.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of Federal Emergency Management Agency (FEMA) regulations and guidelines.
- Knowledge of the National Incident Management System (NIMS) regulations and guidelines.
- Knowledge of emergency planning, emergency response, hazard mitigation and recovery processes.
- Skill in practical application and set-up of emergency operations and personnel management in the field.
- Skill in effectively communicating with Federal, state, and local government emergency operation entities.
- Skill in the operation and proficient use of a computer and a variety of software applications, including but not limited to database, graphics, power-point and the Internet.
- Ability to analyze situations quickly and accurately, and adopt an effective course of action.
- Ability to express ideas effectively, both orally and in writing.
- Ability to work effectively with Federal, state, and local government entities.
- Ability to maintain an effective working relationship with people of varied economic, social, economical and cultural backgrounds.
- Ability to perform all physical requirements of the position, including but not limited to walking over terrain, carrying a weighted knapsack (up to 60 lbs), working in hot and humid climate, working long-hours (not to exceed 16 hours a day), and operating a motor-vehicle up to 16 hours a day.

EXPERIENCE and EDUCATION REQUIREMENTS:

At the minimum, the applicant must possess a diploma of graduation from an accredited High School (or GED equivalent), successfully completed a combination of education requirements, including current certification training from an accredited College or accredited Federal or State Law Enforcement or Fire Academy (Bachelor's Degree in Natural Science or Public Administration is preferred by not required). The applicant must also show a minimum of five (5) years of supervisory experience at the administrative level that includes personnel management, budget management, or organizational management. The successful applicant will also be required to successfully complete the FEMA Professional Development and Applied Practices Series for Emergency Managers and Certification as an Emergency Manager.

SPECIALIZED EXPERIENCE:

The applicant must demonstrate progressively responsible management experience which indicate:

- (1) initiative, ingenuity, resourcefulness, and judgment required to collect, assemble, and develop facts other pertinent information;
- (2) ability to think logically and objectively, to analyze and evaluate facts, evidence and related information and arrive at sound conclusions;
- (3) skill in written and oral reports and presentations of findings in a clear, concise and impartial manner; and
- (4) tact; discretion, and capacity for obtaining the cooperation and confidence of others.

SECURITY CLEARANCE and BACKGROUND REQUIREMENTS:

In accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act of 1990, the applicant must successfully complete a thorough background investigation and successfully complete a drug screening test prior to appointment. The background investigation will include: applicant screening, criminal history check, fingerprint check, credit check, work history check, education check, oral board review, and polygraph test. The applicant must pass a medical examination prior to appointment.

Under title VII of the Civil Rights Act, Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian by Indian Tribes. Therefore, Colorado River Indian Tribes (CRIT) acknowledges and extends preferential treatment to all enrolled CRIT Tribal members who qualify toward all employment, or applicants based upon race, color, sex, religion or national origin.

OTHER REQUIREMENT:

The applicant is required, as an incidental duty, to operate government-owned or Tribal leased motor vehicles, in the performance of duties; therefore, a valid state motor vehicle operator's license is required. The applicant must also have a safe driving record with no moving traffic violations within a three (3) year period prior to appointment, and meet the safe driving requirements of the Tribes Employee Handbook.

EMPLOYMENT BENEFITS:

CRIT offers health and life insurance, paid holiday, annual and sick leave, and a 401K pension plan. The successful applicant will also be afforded the use of a "take-home" department vehicle.

APPLY AT:
C.R.I.T. HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344
OR
FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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Human Resources

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Eldred Enas, Chairman

CO. OF LABOR FOR INDIAN TRIBES
OFFICE OF THE ATTORNEY GENERAL
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2010 SEP 15 PM 1:26

September 13, 2010

#22-10

VACANCY RE - ANNOUNCEMENT

DEPARTMENT: C.R.I.T. EDUCATION
RESPONSIBLE TO: CRIT EDUCATION DIRECTOR
POSITION: EDUCATION COUNSELOR
SALARY: NEGOTIABLE COMMENSURATE WITH EXPERIENCE PER 10-MONTH CONTRACT
CONTRACT PERIOD: 10 MONTHS
CLOSING DATE: OPEN UNTIL FILLED

GENERAL:

Work with students whose ability to function in the school environment has been affected by issues such as truancy, poor attendance, substance abuse, and/or behavior problems.

SPECIFIC:

- Deal with individual student's problems in a constructive, supportive, non-judgmental manner.
- Obtain/use knowledge about student to facilitate the student's participation and success in educational opportunities.
- Provide follow-up services after student returns to school.
- Familiar with available community services and opportunities.
- Assist in identifying the best available resources to help the student become successful in school
- Providing assessment and intervention services including short term individual and group counseling.
- Providing social casework and attendance outreach by linking parents, school, personnel, and social services agencies.
- Assessing students at risk and referring them to the adequate resources.
- Perform other related duties assigned by Education Director.

QUALIFICATIONS:

- Master's degree in Educational Counseling
- Arizona Certification in Educational Guidance Counseling.
- Experience working with culturally/ethnically diverse populations and at risk students

- Experience/knowledge of case management, including work with families dealing with substance abuse issues.
- Experience working with and accessing various individuals, social service agencies, and community agencies for services.
- Experience conducting concise and meaningful assessments, formulating action plans, writing progress reports and summaries, and communicating with students and individuals needed to assist.

APPLY AT:
C.R.I.T. HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344

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FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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Eldred Enas, Chairman

August 26, 2010

#70-10

VACANCY ANNOUNCEMENT

DEPARTMENT: CRIT FISH & GAME
POSITION: GAME WARDEN (2 POSITIONS)
SALARY: \$13.22 (\$27,500) D.O.E.
CLOSING DATE: OPEN UNTIL FILLED

DUTIES and RESPONSIBILITIES:

(DUTIES and REQUIREMENTS SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING)

Game Wardens shall enforce the Natural Resources Code Article 1; Fish and Game - - Law Oder Code Article VIII: Control of livestock movement and branding on the Colorado River Indian Reservation- Health and Safety code Article 7: Rabies Control and other Directives of the Tribal Council.

Execute warrants issued for violations of the mentioned articles in section:

- (A) Search without a warrant any boat-vehicle-box-game box-or other packages when there is probable cause to believe that wildlife or parts thereof are possessed in violation of law.

Inspect all wildlife taken or transported and size all wildlife taken or possessed or showing evidence of having been taken in violation of any provision of The Natural Resource Code.

Seize firearms-devices and equipment used in taking wildlife or intended to e so used in violation of any provision of the Natural Resource Code.

Will conduct routine patrols of the reservation boundaries and conduct routine fishing & hunting permit checks including bag limits. Conduct creel census-perform chemical tests on reservation waters. Assist fish and wildlife managers with projects on the reservation.

REQUIREMENTS:

- Perform any other duties so determined by the Chief Game Warden or his designee.
- Must be familiar with Federal/State fishing and game laws.
- Warden will be on call 24 hours a day
- Must have an on-line telephone in the place of residence and or a working cell phone.
- Must have a valid driver's license and be insurable.

- Must submit to a thorough back ground investigation conducted by the Department or any other agency designated by the Department.
- Must pass a medical physical examination and physical agility test.
- Must provide a high school diploma or equivalent.
- Must take and pass the basic Police course and any other training related to this job.
- Failure to pass the basic Police course will be cause for reassignment to any other vacant position within the Department along with a salary adjustment to that level. In the event there is no vacancy the Officer will be dismissed.
- Must pass a driving proficiency test (pickup truck).
- Must be able to work in adverse weather conditions.
- Must be able to work in hazardous conditions.
- Will be required to work holidays and weekends.

Game Wardens must conduct his or herself at all times in a proper and ethical manner at all times while on duty or off duty. The Department holds its employees to higher standards of conduct. This applies to all positions.

**SUBMIT COMPLETED APPLICATION TO:
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

or

FOR APPLICATION VISIT: <http://www.crit@nsn.gov>

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CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening required.



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Eldred Enas, Chairman

August 03, 2010

#67-10

VACANCY ANNOUNCEMENT

DEPARTMENT: CRIT AIR
POSITION: AIRPORT MAINTENANCE TECHNICIAN
WAGE: \$9.25/HOUR FULL TIME - PERMANENT
CLOSING DATE: OPEN UNTIL FILLED

CRIT Air, an enterprise of the Colorado River Indian Tribes, is looking for an energetic, dedicated, self-starter to join our team with the goal of developing the Avi Suquilla Airport into a first class gateway to the community.

DUTIES:

Basic airport facilities maintenance (to include repair and maintenance of navigation aids); vehicle maintenance; aircraft refueling and quality control and operational inspections of the airfield, fuel, facilities and airport equipment in accordance with Federal Aviation Administration standards. The ideal applicant will have a High School diploma or GED, possess a valid Arizona driver's license, basic skills operating light construction equipment and experience in carpentry, plumbing, electrical, concrete, landscaping and janitorial, vehicle maintenance, and able to climb lighting and navaid towers with heights in excess of 50 feet. Must be computer literate and able to operate a ten-key adding machine, electronic calculator, copier, fax, typewriter and credit card machines. Must be able to lift weight in excess of 50 pounds and have experience operating 2-way radios. A combination of education, training or experience will serve to meet the minimum experience requirements.

APPLY AT:

C.R.I.T. HUMAN RESOURCE DEPARTMENT

26600 MOHAVE ROAD

PARKER, ARIZONA 85344

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FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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Eldred Enas, Chairman

VACANCY ANNOUNCEMENT

#66-10

AUGUST 02, 2010

POSITION: SECRETARY
DEPARTMENT: BEHAVIORAL HEALTH
SALARY: D.O.E. (\$9.50 - \$11.00)
CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION:

The Secretary is under the direct supervision, guidance, and direction of the BHS Administrative Assistant. The Secretary performs daily secretarial, receptionist, and clerical duties and support and basic office management, serves as a receptionist to receive, screen and log all telephone calls and incoming/outgoing correspondence. The Secretary receives, announces, and directs, and assists clients to appropriate personnel. The Secretary assists the Administrative Assistant in programmatic, financial, and fiscal functions.

DUTIES and RESPONSIBILITIES:

(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE)

Composes routine correspondence from brief notes or oral instructions. Types and files various reports, letter, etc., assists in monitoring expenditures, makes travel arrangements, performs photocopying duties, maintain property files, conducts periodic inventory of equipment and supplies. Assist Administrative Assistant in the development, implementation, and maintenance of internal program budgets and spreadsheets. Provide research and data collection for preparation of program proposals. Attend staff meetings and assigned trainings appropriate to the program. Participates in competency training as appropriate. Performs other duties or assignments as directed within the scope of duties and responsibilities, and/or Department activities.

WORK ENVIRONMENT:

A. Confidentiality

This position is exposed to highly confidential client information including treatment records, financial status, and demographic information. Must maintain client/patient confidentiality and must be able to work with confidential material in accordance with the *Federal health Insurances Portability and Accountability Act (HIPPA)*.

B. Internal and Public Contacts

This position involves constant direct interaction with clients, their families, the Clinical Director, direct care staff, Child Protective Services, Social Services, Indian Health Services, Probation, and other social service providers.

QUALIFICATIONS:

Requires high school diploma/GED, and a minimum of two (2) years administrative or secretarial experience. Typing with accuracy of 40/50 wpm. Possess proper spelling, grammar, and math skills. Must be organized, self-motivated, efficient, and able to work under stress. Computer literate with operating skills for application of test documents, spread sheets, and other systems. Must possess a current valid Arizona State Driver's license. Ability to work well with the general public and work harmoniously with co-workers. Must maintain client/patient confidentiality and must be able to work confidential material in accordance with the Federal Health Insurance Portability and Accountability Act. (HIPAA).

For Employment Application visit: <http://crit-nsn.gov>

Or

**Apply at: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344**

UNDER THE TITLE VII OF THE CIVIL RIGHTS ACT SECTION 701(b) AND 703 (i) EXPLICITLY EXEMPTS FROM COVERAGE THE PREFERENTIAL EMPLOYMENT OF INDIAN BY INDIAN TRIBES. THEREFORE, CRIT ACKNOWLEDGES AND EXTENDS PREFERENTIAL TREATMENT TO THE ENROLLED MEMEBERS WHO QUALIFY TOWARD ALL EMPLOYMENT OPPORTUNITIES OTHERWISE, C.R.I.T. DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS BASED ON RACE, COLOR, SEX, RELIGION, OR NATIONAL ORIGIN.

THE COLORADO RIVER INDIAN TRIBES OFFERS HEALTH and LIFE INSURANCE, PAID HOLIDAYS, SICK LEAVE, ANNUAL LEAVE and 401K PENSION PLAN. PRE-EMPLOYMENT DRUG SCREENING REQUIRED



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

July 21, 2010

#59-10

VACANCY ANNOUNCEMENT

DEPARTMENT: CHILDREN RESIDENTIAL CENTER
POSITION: DIRECTOR
SALARY: \$68,000 - \$73,000 (D.O.E.)
SUPERVISED BY: TRIBAL COUNCIL
CLOSING DATE: OPEN UNTIL FILLED

DUTIES AND RESPONSIBILITIES:

(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE.)

The Children's Residential Center (CRC) Director acts as the director of operations and program delivery for the Children's Residential Center (CRC). The CRC Director will report directly to the Tribal Council. This position also acts as a representative and advocate in matters directly related to service delivery; contract negotiations; staffing; committee liaison with governing bodies attached to licensing and regulatory oversights; educational programs; medical and social service counterparts; and other bodies deemed to be in the best interest for the provisions of education, welfare, spiritual and cultural needs of the children to which the shelter is designed to assist. The CRC Director promotes the highest standards of care for the Children's Residential Center as defined by all state and tribal regulatory standards.

MAJOR DUTIES/RESPONSIBILITIES:

- Direct and manage the operations of the CRC.
- Develop all policy and procedural systems for CRC.
- Hire senior staff and assist with the hiring of their team members.
- Direct and supervise senior staff.
- Be responsible for developing staff training programs and continuing education.
- Provide direct oversight for program spending and budgeting and maintain fiscal responsibility and integrity of all line items.
- Participate as a member of the CRC Oversight committee
- Develop community activities that promote cultural awareness and project a positive image of the CRC
- Be responsible for the actual delivery of service directed towards each child.
- Liaise with all internal and external committees designed to maintain continuity and consistency with program delivery.

- Liaise with all relevant community resources such as but not limited to children's services; juvenile justice programs; parenting classes; out-patient substance abuse and mental health programs; school programs; education; crisis intervention community programs; and medical services.
- Ensure all data and records are collected and maintained subject to system criteria.
- Research and design appropriate alternative service systems designed to enrich the lives of the children entrusted in the care of the Children's Shelter.
- Encourage service providers from the community to assist with the development and design of culturally relevant information specific to "at risk" Native American children.
- Research and develop any available funding opportunities for the Children's Residential Program
- The CRC Director is required to establish on-call procedures for the facility that will require minimal response times, as well as the direct response by the director to all critical incidents.

QUALIFICATIONS:

- 1. EDUCATION:** Must possess a Master's or Doctorate Degree from a recognized University in the disciplines of Health Science, Medicine, Psychology, Social Service, or Education
- 2. EXPERIENCE:** Must have 5 years of more experience working as a senior management supervisory position in a residential treatment or service delivery center. Must have a minimum of five years working with outside service providers in planning and systems design that are developed for children using a humanistic behavioral approach. Demonstrated experience working with Native American people.
- 3. KNOWLEDGE, SKILLS AND ABILITIES:**
 - Must have a proven ability to coach and mentor staff in a positive and rewarding style.
 - Must have extensive knowledge working with Native American communities and their tribal councils.
 - Must understand finances as they relate to the total program and be prepared to present them to those responsible for the program. Must be always mindful to the bottom line yet at the same time provide quality service.
 - Must be able to interact positively with community leaders in promoting the Children's Shelter and act as the advocate for positive change.
 - Sensitive to the needs of at risk Native American children
- 4. LICENSING/CERTIFICATIONS**
 - Independent Behavioral Health Licensure preferred
 - Possess a valid Arizona Driver's License
 - Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.
 - Maintain confidentiality in accordance to Federal Health Insurance and Accountability Act (HIPAA).

**For Employment Application visit: <http://www.crit-nsn.gov>
or**

**APPLY AT C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

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CRIT offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

AUGUST 02, 2010

VACANCY RE-ANNOUNCEMENT

#42-10

DEPARTMENT: LAW & ORDER
POSITION: DISPATCHER
WAGES/SALARY: \$13.46 (\$27,996.80-Annually)
CLOSING DATE: OPEN UNTIL FILLED

DUTIES:

Receives, screens, prioritize and transmits routine and emergency telephone and radio messages, dispatches required personnel (police, fire, EMT, F&G, etc.) utilizing established codes; maintains radio contact with public safety personnel and keeps supervisors and officers informed of current situations; maintains a hand written log; utilizes a computer system by entering and retrieving data related to police calls and contacts; utilizes a national crime computer system by entering and relaying data related to police calls and contacts. The selected candidate will be scheduled to participate in on-the-job training that will measure job aptitude and mental and physical ability to effectively use sound judgment in high-pressure emergency situations. Based on the nature of law enforcement related information the incumbent must be willing to deal with difficult and sensitive information involving the general public and not be easily offended by obscene or unpleasant language during difficult public contact encounters over the phone or in person. Performs receptionist duties; responds to questions from walk-in and telephone traffic. Performs various clerical duties including completing the maintenance calls from the public regarding water, sewer, natural gas, streets or other service problems and immediately relay to individual(s) designated to handle the problem. 12 hour shift work required and/or being called in to work to cover a shift without prior notice. Also required to work some weekends and holidays.

QULIFICATIONS:

Knowledge of telephone and related equipment. Ability to interact and communicate with people over the telephone, often in stressful situations. Skill in the use of computer for technical and communication applications. Ability to answer telephone and take messages. Knowledge of fire and burglar alarm systems reporting. Word processing and/or data entry skills. Knowledge of radio dispatch regulations, procedures, protocols, and/or equipment. Clerical, word processing, and/or office skills. Receptionist skills. Records maintenance skills. Ability to multi task. High school diploma or GED. Must be able to attend job related training out of town as scheduled. Must possess a telephone and reliable transportation. Must possess a valid driver's license, must be at least 21 years old.

PHYSICAL REQUIREMENTS:

Speaking clearly and concisely, reaching for telephones and radio access, sitting, typing, and listening to radios and telephone. Primary duties are performed while sitting for prolonged and extended periods of time with occasional or intermittent standing during a 12 hour shift; must be able to safely reach, twist, bend and to access supplies, records and reports; safely lift files (approximately 25 pounds) and remove from counter tops or file drawers; the operation of a personal computer requires finger dexterity and the ability to withstand exposure to vibration, pitch, and glare from the computer screen. Work is performed in an indoor office environment with a controlled climate. You must submit a completed typing certificate verifying a corrected typing speed of net 30 wpm taken within the last six months to the CRIT Human Resources Department along with employment application. Based on the information on the application, those deemed most qualified will be invited to participate in a selection testing which will include a written test and an oral interview. Selection testing will be scheduled on an as needed basis as qualified applicants apply. As positions become available, an offer of employment is contingent upon a candidate's completion of a thorough background with acceptable results (personal history statement, fingerprinting, drug screening & polygraph) prior to placement in the position, a prospective employee shall complete a medical examination to assess ability to perform the essential duties and responsibilities of the position.

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Or

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26600 Mohave Road
Parker, Arizona 85344

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Eldred Enas, Chairman

July 21, 2010

#63-10

VACANCY ANNOUNCEMENT

DEPARTMENT: Colorado River Indian Tribal Court

POSITION: Associate Judge (2 positions)

****Appointed by Tribal Council terms are for two (2) years****

SALARY: DOE (\$55,000.00 PER ANNUM)

CLOSING DATE: OPEN UNTIL FILLED

SUMMARY:

The Associate Judge is responsible for fairly and impartially hearing and deciding judicial cases and matters within the jurisdiction of the Colorado River Indian Tribes (CRIT) Tribal Court pursuant to the CRIT Tribal Laws, Codes, Rules and Regulations as assigned by the Chief Judge.

PRIMARY DUTIES and RESPONSIBILITIES include the following:

1. Handles, presides over and adjudicates all criminal, civil, juvenile, traffic and fish & game cases and litigation as assigned by the Chief Judge.
2. Hears cases, makes evidentiary rulings, reviews pleadings and issues final orders, judgments and decision. Conducts legal research and issues memoranda of decision within the timelines established by tribal law.
3. Prepares, issues and/or submits reports, letters, memorandum and similar types of correspondence and communications with the Chief Judge, Court Personnel, litigants, parties to cases, attorneys, legal counsel, CRIT Tribal administration personnel.
4. Issues order, judgments, decrees, minute entries, summons, subpoenas, warrants of search and arrest and all other lawful orders of the court.
5. Performs legal, judicial and administrative duties associated with and furtherance of the performance of the duties stated in paragraph one above.
6. Provides administrative direction to court staff in connection with and furtherance of the performance of the duties stated in paragraph one above.
7. Attends training, staff meetings and meetings with CRIT Tribal government representatives, State, County and Federal County government representatives, and the CRIT general public as directed and/or authorized by the Chief Judge.
8. Performs other duties that may be assigned by the Chief Judge.
9. Creates, adopts, develops and implements appropriate policies, procedures and court forms as directed and/or authorized by the Chief Judge.
10. At the direction and with the assistance of the Chief Judge, may assist the Chief Judge with the following: (a) Interviewing, hiring, and training court employees; (b) planning, assigning, and directing work of court employees, (c) appraising performance;

rewarding and disciplining employees and (d) addressing complaints and resolving problems.

11. The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements, of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

QUALIFICATIONS:

To perform this job successfully, an individual must meet the following minimum qualifications:

1. Must be twenty-five (25) years of age or older
2. Must possess substantial legal education or experience to perform the duties and responsibilities listed above.
3. Must possess knowledge of CRIT Tribal laws, court rules and procedures, and applicable federal statutes such as the Indian Civil Rights Act (ICRA), Indian Child Welfare Act (ICWA) and Violence Against Women Act (VAWA).
4. Must have the ability to understand and apply appropriate the laws and rules of the CRIT Tribe with impartiality; ability to communicate effectively both verbally and in writing; ability to establish effective working relationships with employees, attorneys and advocates, parties to cases and the general public.
5. Must be competent to perform all the duties of the position; be of good moral character; be emotionally stable and mature; be committed to equal justice under the law; be in good health; be patient and courteous; and be capable of deliberation and decisiveness.
6. Must not have been convicted of a felony, or of a misdemeanor or other criminal offense involving dishonesty or moral turpitude with the last five years, in any Federal, Tribal or State Court.

EDUCATION REQUIREMENTS, SKILLS & ABILITIES

Must possess substantial legal education or experience, as determined by the CRIT Tribal Council, that enables the applicant to perform the PRIMARY DUTIES and RESPONSIBILITIES listed above.

Ability to read and analyze, interpret and apply in written form the CRIT Tribal laws (e.g. codes, statutes, rules, regulations, case law and other legal and professional documents, journals, periodicals, reports, business correspondence, and manuals.)

Skill in use of office computers, word processing and office computer software, office machine usage, office copier and other similar office equipment to the extent that the applicant's use of such technical skills satisfies and meets the PRIMARY DUTIES and RESPONSIBILITIES listed above.

Ability to solve legal matter, issues, problems and questions and deal with a variety of concrete legal cases. Ability to effectively communicate, present information and respond to legal issues, matters and questions in connection with and furtherance of the performance of the duties and responsibilities.

APPLY AT:
C.R.I.T. HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344
OR
FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

June 18, 2010

#56-10

VACANCY ANNOUNCEMENT

DEPARTMENT: C.R.I.T. FIRE
POSITION: FIREFIGHTER / EMT (STATION 90/POSTON)
SALARY: \$12.60 HOURLY / \$26,208.00 ANNUALLY
CLOSING DATE: OPEN UNTIL FILLED

GENERAL SUMMARY:

This is a non-supervisory position. The position provides medical services to the community at large both on the reservation and to the residents of Parker/La Paz County. The applicant must have a desire to help and aid their community. Applicant must be able to communicate with the general public, peers and supervisors. Applicant must show initiative and desire to self improve their skills pertaining to the job both in medical and fire suppression.

DUTIES:

Must be proficient in emergency medical skills as required by the state as a emergency medical technician-B, to include basic patient assessment and treatment techniques for patients requiring medical assistance and various stabilization practices for trauma and injured patients. Performs fire suppression activities, to include but not limited to regulate and apply water streams, hose lays and advanced lines. Performs rescue operations at fire scenes, accidents and hazardous incident situations. Responds to and aids in suppression of wildland fires whether local or out of town. Compiles and completes written documents pertaining to medical, fire and incident reports. As part of shift work applicant will perform daily maintenance/housekeeping to include Station and surrounding grounds, equipment and vehicles. Perform other duties as assigned by immediate supervisor or designated representative. Applicant must be able to perform duties in adverse weather, hazardous conditions and for extended periods of time. Must be willing to work holidays and weekends (rotating shifts) and be available for call back at any given time dependent on department needs.

COLORADO RIVER INDIAN TRIBES
OFFICE OF THE ATTORNEY GENERAL
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EDUCATION REQUIREMENTS, SKILLS & ABILITIES:

- Must be 21 years of age
- Valid AZ State Driver's License
- High School diploma or General Equivalency Diploma
- Prefer residency WITHIN the boundaries of the CRIT reservation or reasonable time frame to respond to Station assignment.

OTHER:

State of Arizona Emergency Medical Technician-B certification preferred or ability to obtain within one year of date of hire.

State of Arizona certification as a Firefighter I and II or obtain within a reasonable time frame as training becomes available.

Driving certification preferred.

Basic Wildland fire certification or obtain within one year of date hire.

Copies of all certifications must be submitted with application.

Employee may be required to submit to a criminal background check.

TESTING PROCESS:

Applicant will be required to take a written and physical agility testing relating to the position prior to completing an oral.

**SUBMIT COMPLETED APPLICATION TO:
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

or

FOR APPLICATION VISIT: <http://www.crit@nsn.gov>

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CRIT OFFERS: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-Employment Drug Screening.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

April 19, 2010

#41-10

VACANCY ANNOUNCEMENT

DEPARTMENT: C.R.I.T. FISH & GAME

POSITION: WILDLIFE MANAGER

SALARY: \$15.00 / HOUR

DUTIES and REQUIREMENTS:

DUTIES AND REQUIREMENTS SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

- A. Develop new and oversee current management projects to include habitat and wetland restoration. Make recommendations to the Chief Game Warden – hunting seasons, bag limits, areas to be closed, and make wildlife populations estimates.
- B. Seek outside funding to support current and future projects.
- C. Produce written reports detailing progress of various projects, the outcome of studies conducted, the resultant management implications and submit a monthly written activity report to the Chief Game Warden.
- D. Develop working relationship with others tribal departments as well as with various government organizations and universities.
- E. Will assist in the U.S. Fish and Wildlife Service managers with projects on the reservation.
- F. *Will perform any other duties as determined by the Chief Game Warden or his designee.*
- G. Wildlife managers will be under the direct supervision of the Chief Game Warden or his designee.
- H. Must have an on-line telephone in the place of residence.
- I. Must take & pass a urine drug test upon application.
- J. *Failure to take the drug test upon application will be considered a refusal in which the application will not be accepted. The test will be conducted by the C.R.I.T. Human Resources Department.*
- K. Must have a valid driver's license and be insurable.
- L. Must be able to work in adverse weather conditions.
- M. May be required to work some holidays and weekends.
- N. Must have B.S. or B.S.F. in wildlife management, wildlife biology, or related field; good computer skills (able to work with word processing and spreadsheet programs); excellent written and verbal communication skills; knowledge of statistics and their application;
- O. Must be able to work with minimal supervision; be creative and flexible.

OTHER RESPONSIBILITIES:

1. The Wildlife manager must conduct his or herself at all times in a proper and ethical manner at all times while on duty or off duty.
2. The Department holds its employees to higher standards of conduct. This applies to all positions.

**SUBMIT COMPLETED APPLICATION TO:
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

or

FOR APPLICATION VISIT: <http://www.crit@nsn.gov>

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May 19, 2010

COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

#51-10

VACANCY ANNOUNCEMENT

DEPARTMENT: Department of Health Services / Behavior Health Services
POSITION: Independently Licensed Mental Health Therapist (2 Positions)
SUPERVISED BY: BHS Clinical Director
SALARY: \$31.83 - \$35.38 D.O.E.
CLOSING DATE: OPEN UNTIL FILLED

MAJOR DUTIES/RESPONSIBILITIES

The Mental Health Therapist ensures that all his or her program activities and interventions are clinically appropriate, provides clinical support and guidance to programs and staff, monitors program acuity, and coordinates interagency referrals and services. The Mental Health Therapist is responsible for clinical assessment, treatment planning, and all documentation for their caseload and those they supervise. The Mental Health Therapist completes clinical assessment for intakes; provides individual, group, and family counseling to assigned populations; and provides supervision to subordinate clinical staff as assigned.

- Maintains a therapeutic and professional relationship with clients.
- Completes Progress Notes which are substantiated by documentation of services rendered at least 95% of the time.
- Accurately observes and reports client behavior and activities in open client clinical records using the Subjective, Objective, Assessment, and Plan (SOAP) or Data, Assessment, Plan (DAP) format according to time lines and policy.
- Completes necessary documentation to allow clinical records to be closed.
- Participates in all appropriate meetings that may have an impact on the department's well being.
- Work averages no less than 20 client contact hours per 40-hour workweek.
- Provides clinical services for a minimum of 25 hours per week for each 40-hour workweek.
- Informs the supervisor of any issues that may warrant notification of reporting or are of an emergent or concern of a clinical nature.
- Works to develop a productive working relationship with referral sources and community agencies through open and effective communication.
- Remains active in the community—identifying gaps in service delivery, acting as a representative of Behavioral Health Services, and serving on community boards or committees as assigned.
- Maintains state licensure as a Behavioral Health Professional.
- Participates in Continuing Education (CEU) trainings as appropriate.

- Completes all annual mandatory trainings.
- Performs other duties as assigned.

QUALIFICATIONS:

1. **EDUCATION:** Master's Degree in a behavioral health sciences field.
2. **EXPERIENCE:** Requires experience in the assessment of clients in assigned populations with two (2) years experience in mental health work minimum. Completion of at least 6 months of employment in specialty area or related course, continuing education or in-service training: Child/Adolescent Population, SMI Population and Substance Abuse Population.
3. **KNOWLEDGE, SKILLS and ABILITIES:**
 - Requires excellent interaction skills, written and verbal communication skills.
 - Knowledge of community resources, family dynamics, human behavior, and Native American Culture is required.
 - Maintain flexible hours, and be willing to travel.
 - Therapist will follow his or her American Counseling Association's (ACA) and Professional Organization's Code of Ethics (American Association for Marriage and Family Therapy, American Counseling Association, American Psychological Association, or National Association of Social Workers).
 - Must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act*. (HIPAA).
4. **LICENSING/CERTIFICATIONS:**
 - Must hold an Independent Master's Level Mental Health Therapist License (LPC, LMFT, LCSW, or Psychologist), or be within six months of receiving independent license.
 - Possess a valid Arizona Driver's License.
 - Maintain flexible hours, and be willing to travel.
 - Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.

For Employment Application visit: <http://crit-nsn.gov>

Submit completed application to: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344

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COLORADO RIVER INDIAN TRIBES

Human Resources

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Eldred Enas, Chairman

May 19, 2010

#49-10

VACANCY ANNOUNCEMENT

DEPARTMENT: C.R.I.T. TRIBAL COURT
POSITION: PROCESS SERVER / BAILIFF
SALARY: \$9.93/HOUR (\$20,654.00 ANNUALLY)
CLOSING DATE: OPEN UNTIL FILLED

GENERAL SUMMARY:

Under the direct supervision of the Court Administrator.

EXAMPLES OF WORK:

Personally serves summons, orders, subpoenas and court documents to parties in accordance to court procedures and timeframes. Prepares Courtroom for sessions, maintains order in court proceedings when required. Screens courtroom participants for weapons or in an intoxicated condition, subdue unruly court participants. Present at all Jury trials and Court of Appeal hearings, takes custody of jurors during deliberations, provides notepads and pencils to jurors and destroys all notes taken by jurors when hearing is adjourned. Retrieve and delivers mail to and from CRIT mail room and Post Office, delivers court documents to various departments as requested. Signs for and deliver checks issued to or requested by the court. Secure the Court Building before lunch and at the end of the workday. Provide janitorial services in common areas such as lobby, courtrooms, and Judges when requested. Picks up supplies and other duties as assigned.

KNOWLEDGE, SKILLS, REQUIREMENTS and ABILITIES:

Have knowledge of Reservation boundaries, developments, street names and whereabouts of people living thereon. Required to work in a variety of weather and environmental conditions with exposure to the elements, dust, extreme hot and cold temperatures. Uniforms are mandatory and must be worn during work hours. Must be able to handle the physical requirements of the position such as exiting and entering assigned vehicle. Conduct themselves in a professional manner in the performance of their duties at all times. Maintain and keep assigned vehicle clean and free of debris, maintain mileage logs, and adhere to vehicle use policies. Must have the skill and ability to deal with angry or hostile individuals. Required to maintain confidentiality of court, documents, cases, parties, etc. Adhere to Judicial Personnel Code of ethics. Ability to follow directives and work independently.

MINIMUM QUALIFICATIONS:

High School graduate or G.E.D., Must be 21 years of age. Possess a current and valid Arizona Driver's License with a good driving record, in good physical health to perform all the requirements of the position.

For Employment Application visit: <http://www.crit-nsn.gov>

or

APPLY AT C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344

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May 04, 2010

COLORADO RIVER INDIAN TRIBES

Human Resources

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PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

VACANCY ANNOUNCEMENT

#42-10

DEPARTMENT: LAW & ORDER
POSITION: DISPATCHER
WAGES/SALARY: \$13.46 (\$27,996.80-Annually)
CLOSING DATE: OPEN UNTIL FILLED

DUTIES:

Receives, screens, prioritize and transmits routine and emergency telephone and radio messages, dispatches required personnel (police, fire, EMT, F&G, etc.) utilizing established codes; maintains radio contact with public safety personnel and keeps supervisors and officers informed of current situations; maintains a hand written log; utilizes a computer system by entering and retrieving data related to police calls and contacts; utilizes a national crime computer system by entering and relaying data related to police calls and contacts. The selected candidate will be scheduled to participate in on-the-job training that will measure job aptitude and mental and physical ability to effectively use sound judgment in high-pressure emergency situations. Based on the nature of law enforcement related information the incumbent must be willing to deal with difficult and sensitive information involving the general public and not be easily offended by obscene or unpleasant language during difficult public contact encounters over the phone or in person. Performs receptionist duties; responds to questions from walk-in and telephone traffic. Performs various clerical duties including completing the maintenance calls from the public regarding water, sewer, natural gas, streets or other service problems and immediately relay to individual(s) designated to handle the problem. 12 hour shift work required and/or being called in to work to cover a shift without prior notice. Also required to work some weekends and holidays.

QULIFICATIONS:

Knowledge of telephone and related equipment. Ability to interact and communicate with people over the telephone, often in stressful situations. Skill in the use of computer for technical and communication applications. Ability to answer telephone and take messages. Knowledge of fire and burglar alarm systems reporting. Word processing and/or data entry skills. Knowledge of radio dispatch regulations, procedures, protocols, and/or equipment. Clerical, word processing, and/or office skills. Receptionist skills. Records maintenance skills. Ability to multi task. High school diploma or GED. Must be able to attend job related training out of town as scheduled. Must possess a telephone and reliable transportation. Must possess a valid driver's license, must be at least 21 years old.

PHYSICAL REQUIREMENTS:

Speaking clearly and concisely, reaching for telephones and radio access, sitting, typing, and listening to radios and telephone. Primary duties are performed while sitting for prolonged and extended periods of time with occasional or intermittent standing during a 12 hour shift; must be able to safely reach, twist, bend and to access supplies, records and reports; safely lift files (approximately 25 pounds) and remove from counter tops or file drawers; the operation of a personal computer requires finger dexterity and the ability to withstand exposure to vibration, pitch, and glare from the computer screen. Work is performed in an indoor office environment with a controlled climate. You must submit a completed typing certificate verifying a corrected typing speed of net 30 wpm taken within the last six months to the CRIT Human Resources Department along with employment application. Based on the information on the application, those deemed most qualified will be invited to participate in a selection testing which will include a written test and an oral interview. Selection testing will be scheduled on an as needed basis as qualified applicants apply. As positions become available, an offer of employment is contingent upon a candidate's completion of a thorough background with acceptable results (personal history statement, fingerprinting, drug screening & polygraph) prior to placement in the position, a prospective employee shall complete a medical examination to assess ability to perform the essential duties and responsibilities of the position.

For Employment Application visit: <http://crit-nsn.gov>

Or

Apply at: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344

UNDER THE TITLE VII OF THE CIVIL RIGHTS ACT SECTION 701(b) AND 703 (i) EXPLICITLY EXEMPTS FROM COVERAGE THE PREFERENTIAL EMPLOYMENT OF INDIAN BY INDIAN TRIBES. THEREFORE, CRIT ACKNOWLEDGES AND EXTENDS PREFERENTIAL TREATMENT TO THE ENROLLED MEMEBERS WHO QUALIFY TOWARD ALL EMPLOYMENT OPPORTUNITIES OTHERWISE, C.R.I.T. DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS BASED ON RACE, COLOR, SEX, RELIGION, OR NATIONAL ORIGIN.

THE COLORADO RIVER INDIAN TRIBES OFFERS HEALTH and LIFE INSURANCE, PAID HOLIDAYS, SICK LEAVE, ANNUAL LEAVE and 401K PENSION PLAN. PRE-EMPLOYMENT DRUG SCREENING REQUIRED

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THE ATTORNEY GENERAL
MAY -5 PM 3:03



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

April 19, 2010

#40-10

VACANCY ANNOUNCEMENT

DEPARTMENT: C.R.I.T. FARMS SCALE
POSITION: CERTIFIED SCALE DEPUTY
SALARY: D.O.E.

ESSENTIAL FUNCTIONS:

Operate and maintain computerized scale system which includes opening of scales, tracking customer and product information on weight tickets, recording daily and cumulative tonnage and running various customer reports and facility supervisor reports. Responsible for hay physical inventory counts. Perform customer accounts receivable for computerized scale system. Ensuring compliance with scale policies and procedures and reporting non-compliant issues as necessary. Performs other work related duties as assigned.

MINIMUM EDUCATION REQUIREMENT:

High School Diploma or GED required. Ability to work with general office equipment including computer, MS Office Excel and Word, at least three (3) years as a certified weigh master. Successful candidate should be bi-lingual and have a solid grasp of basic arithmetic.

SUBMIT COMPLETED APPLICATION TO:
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344

or

FOR APPLICATION VISIT: <http://www.crit@nsn.gov>

UNDER THE TITLE VII OF THE CIVIL RIGHTS ACT SECTION 701(b) AND 703(i) EXPLICITLY EXEMPTS FROM COVERAGE THE PREFERENTIAL EMPLOYMENT OF INDIANS BY INDIAN TRIBES. THEREFORE, CRIT ACKNOWLEDGES AND EXTENDS PREFERENTIAL TREATMENT TO CRIT MEMBERS WHO QUALIFY TOWARD ALL EMPLOYMENT OPPORTUNITIES; OTHERWISE, CRIT DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS BASED ON RACE, COLOR, SEX, RELIGION OR NATIONAL ORIGIN.

CRIT OFFERS: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-Employment Drug Screening.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

May 19, 2010

#03-2010

VACANCY RE-ANNOUNCEMENT

DEPARTMENT: JUDICIAL
POSITION: COURT CLERK
SALARY: \$20,530
CLOSING DATE: OPEN UNTIL FILLED

SUMMARY:

Performs a variety of complex court clerk and clerical tasks involved in processing and maintaining records of all court proceedings in civil, criminal, Juvenile, and traffic cases. Provides information and assistance to law enforcement officer, attorneys, defendants, and court patrons. Provides general clerical assistance to the Judges and administrative staff. Court Clerks will be required to perform work in the following areas of the court: civil, criminal, traffic, and/or other areas as assigned and in accordance tot the Laws and Codes of the Colorado River Indian Tribes.

PRINCIPLE DUTIES and RESPONSIBILITIES:

CIVIL

- Opens, process and closes general civil, small claims and summary proceedings cases.
- Records and processes complaints and pleadings, distributes and files civil documents, enters case information into the computer, coordinates service of process, prepares legal documents, and enters defaults, orders and judgments.
- Receives, receipts and records fees and other monies. Notifies appropriate staff to issue refunds or distribute monies in accordance with court orders and procedures.
- Operates a computer terminal to enter, update, correct and access case information; and to produce computer - generated forms.
- Documents all case activity and other pertinent case information on court documents and in the computer; maintains case histories on each case.
- Provides information to attorneys, law enforcement officers, plaintiffs and defendants, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and civil proceedings in general.
- Schedules court proceedings and issues proper notices to the appropriate parties.

CRIMINAL

- Receives criminal and Juvenile complaints and related documents, opens case files, enters case information into the computer and files case documents.
- Receives, receipts and records bonds, fines, costs, and other payments.
-

Operates a computer terminal to enter, update correct and access case information; and produce computer – generated forms.

- Ensures that case files are ready and available for scheduled court proceedings. Checks in defendants, attorneys and others.
- Documents case activity and other pertinent case information on court documents and in the computer, maintains case history on each case.
- Distributes and recalls search and arrest warrant as authorized.
- Provides information to attorneys, law enforcement officers, defendants, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and criminal proceeding in general.
- Prepares and distributes jail commitments and other legal documents

TRAFFIC / FISH & GAME

- Receives, records and codes citations from law enforcement agencies, prepares case file and enters case information into the computer. Closes cases following dispositions.
- Receives, receipts and records fines, cost, bonds and other monies. Notifies appropriate staff to refund, forfeit and/or apply bond money to pay fines, costs and other assessments.
- Operates a computer to enter, update, correct and access case information; and to produce computer generated forms and reports.
- Provides information to attorneys, law enforcement officers, defendant, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and criminal proceeding in general.
- Schedules civil infraction informal hearings and issues notification to the appropriate parties.
- Monitors case files and initiates enforcement action on overdue citations. Prepares and issues default judgments, bond forfeiture notices.

REQUIRED SKILLS, ABILITIES, and KNOWLEDGE

- Working familiarity with the operation and applications of Computers, Data programs
- Ability to plan, organize and calendar administrative and court cases, activities, staffing, etc.
- Ability to effectively communicate both orally and in written form.
- Possesses an understanding of legal terminology and thorough knowledge of courtroom procedures.
- Bachelor's degree in Business or Public Administration or a closely related field and two (2) years of court related experience or any combination of education training and experience which demonstrates the ability to perform the duties of the position.

APPLY AT
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344
OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

Under Title VII of the Civil Rights Act Sections 701(b) and 703 (i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled CRIT members who qualify toward all employees or applicants based on race, color, sex, religion or national origin. Pre-employment drug screening enforced.

CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



COLORADO RIVER INDIAN TRIBES

Human Resources

26000 MOHAVE ROAD
PARKER, ARIZONA 85311

TEL: 602/581-1000 FAX: 602/581-1001

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ALL OFFICE STAFF
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#23-10

VACANCY ANNOUNCEMENT

POSITION: MENTAL HEALTH WORKER
DEPARTMENT: BEHAVIORAL HEALTH SERVICES
REPORTS TO: BHS CLINICAL DIRECTOR
SALARY: D.O.E. (\$12.50 - \$14.00)
CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION: The Mental Health Worker position located in the Department of Health & Social Services (DHSS) Behavioral Health Services (BHS), provides direct and indirect services to assist in enhancing, preserving, and reunifying American Indian families by providing case management, supportive intervention, and counseling services. The Mental Health Worker is under the direct supervision of the Clinical Director, Behavioral Health Services.

DUTIES AND RESPONSIBILITIES: (The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

1. Initiate contact with families identified by the Clinical Director that are involved with CRIT Child Protective Services (CPS), Social Services, and/or BHS and complete family assessments as appropriate.
2. Identify family strengths and weaknesses and work with DHSS and community agencies to identify appropriate services and referral resources.
3. Attend weekly CPS and Social Services meeting to communicate family-related issues and concerns and services offered.
4. Attend additional meetings as appropriate, including staffing with CRIT Probation, Parker Unified School District, and Parker Indian Health Center Social Services and Public Health Nursing.
5. Provide appropriate psycho-educational counseling in individual and group format to families on following topics such as: problem identification, problem solving, stress management, conflict resolution, effective communication, parenting skills, and behavioral management.
6. Provide crisis intervention services in the office and community as appropriate.
7. Serve on intra-department committees and local inter-agency forums, boards, workgroups, and task teams.
8. Participate in community resources networks, prevention activities, and educational programs, including health fairs, workshops, and training.
9. Maintain confidentiality in accordance with Joint Commission of Accreditation of Healthcare Organizations (JCAHO) regulations, BHS policy, Health Insurance Portability and Accountability Act (HIPAA), and the Privacy Act of 1974.

10. Maintain records from all clinical staff relative to number of families receiving services and provide required information for the monthly report to DHSS and is responsible for maintaining monthly and annual records required by various funding agencies.
11. On-call, crisis intervention and irregular hours may be required.
12. May perform other duties and assignments as directed within the scope of project activities and/or duties and responsibilities.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS: High school diploma or GED and basic counseling certification by a state or national agency. Minimum of sixteen (16) hours of psychology/social work college credits or 60 continuing education credits. Possess a valid state vehicle operator's license.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: Possess knowledge to administer basic psychologist tests, including MMPI 2, SCL-90-R, MCMI 3, PAI, and Child Behavior Checklist. Must have successfully completed a training program in basic crisis intervention skills, RPMS and HIPAA. Possess organizational skills, ability to function independently, demonstrated oral and written communication skills, and applied computer literacy familiar with Microsoft Word, Microsoft Excel, and RPMS. Must be familiar with clinical charting methods, i.e. S.O.A.P. Familiar with American Indian culture and traditions, sensitivity to cultural differences, and unique problems of Indian communities in rural areas. Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian child Welfare Act.

For Employment Application visit: <http://critonline.com>

Submit completed application to: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344

Under the Title VII of the Civil Rights Act Section 701 (b) and 703 (i) explicitly exempts from coverage the preferential employment of Indians by Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to CRIT members who qualify toward all employment opportunities; otherwise, CRIT does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

CRIT offers Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave. Pre-employment drug screening enforced.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.
PARKER, ARIZONA 85344
(928) 669-1320 • Fax (928) 669-5263
Eldred Enas, Chairman

February 12, 2010

VACANCY ANNOUNCEMENT

#22-2010

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DEPARTMENT: C.R.I.T. EDUCATION
RESPONSIBLE TO: CRIT EDUCATION DIRECTOR
POSITION: EDUCATION COUNSELOR
SALARY: \$15.86 (\$33,000.00 Annually)
CLOSING DATE: OPEN UNTIL FILLED

GENERAL:

Work with students whose ability to function in the school environment has been affected by issues such as truancy, poor attendance, substance abuse, and/or behavior problems.

SPECIFIC:

- Deal with individual student's problems in a constructive, supportive, non-judgmental manner.
- Obtain/use knowledge about student to facilitate the student's participation and success in educational opportunities.
- Provide follow-up services after student returns to school.
- Familiar with available community services and opportunities.
- Assist in identifying the best available resources to help the student become successful in school
- Providing assessment and intervention services including short term individual and group counseling.
- Providing social casework and attendance outreach by linking parents, school, personnel, and social services agencies.
- Assessing students at risk and referring them to the adequate resources.
- Perform other related duties assigned by Education Director.

QUALIFICATIONS:

- Master's degree in Educational Counseling
- Arizona Certification in Educational Guidance Counseling.
- Experience working with culturally/ethnically diverse populations and at risk students
- Experience/knowledge of case management, including work with families dealing with substance abuse issues.

- Experience working with and accessing various individuals, social service agencies, and community agencies for services.
- Experience conducting concise and meaningful assessments, formulating action plans, writing progress reports and summaries, and communicating with students and individuals needed to assist.

APPLY AT:
C.R.I.T. HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344
OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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TELEPHONE (928) 669-1320 * FAX (928) 669-5263

VACANCY ANNOUNCEMENT

DEPARTMENT: Department of Health Services/Behavioral Health Services

POSITION TITLE: Independently Licensed Mental Health Therapist

SALARY RANGE: D.O.E. (\$31.83-35.38 per hour)

SUPERVISED BY: BHS Clinical Director

MAJOR DUTIES/RESPONSIBILITIES

The Mental Health Therapist ensures that all his or her program activities and interventions are clinically appropriate, provides clinical support and guidance to programs and staff, monitors program acuity, and coordinates interagency referrals and services. The Mental Health Therapist is responsible for clinical assessment, treatment planning, and all documentation for their caseload and those they supervise. The Mental Health Therapist completes clinical assessment for intakes; provides individual, group, and family counseling to assigned populations; and provides supervision to subordinate clinical staff as assigned.

- Maintains a therapeutic and professional relationship with clients.
- Completes Progress Notes which are substantiated by documentation of services rendered at least 95% of the time.
- Accurately observes and reports client behavior and activities in open client clinical records using the Subjective, Objective, Assessment, and Plan (SOAP) or Data, Assessment, Plan (DAP) format according to time lines and policy.
- Completes necessary documentation to allow clinical records to be closed.
- Participates in all appropriate meetings that may have an impact on the department's well being.
- Work averages no less than 20 client contact hours per 40-hour workweek.
- Provides clinical services for a minimum of 25 hours per week for each 40-hour workweek.
- Informs the supervisor of any issues that may warrant notification of reporting or are of an emergent or concern of a clinical nature.
- Works to develop a productive working relationship with referral sources and community agencies through open and effective communication.
- Remains active in the community--identifying gaps in service delivery, acting as a representative of Behavioral Health Services, and serving on community boards or committees as assigned.
- Maintains state licensure as a Behavioral Health Professional.
- Participates in Continuing Education (CEU) trainings as appropriate.
- Completes all annual mandatory trainings.
- Performs other duties as assigned.

QUALIFICATIONS:

1. **EDUCATION:** Master's Degree in a behavioral health sciences field.
2. **EXPERIENCE:** Requires experience in the assessment of clients in assigned populations with two (2) years experience in mental health work minimum. Completion of at least 6 months of employment in specialty area or related course, continuing education or in-service training: Child/Adolescent Population, SMI Population and Substance Abuse Population.
3. **KNOWLEDGE, SKILLS AND ABILITIES:**
 - Requires excellent interaction skills, written and verbal communication skills.
 - Knowledge of community resources, family dynamics, human behavior, and Native American Culture is required.
 - Maintain flexible hours, and be willing to travel.
 - Therapist will follow his or her American Counseling Association's (ACA) and Professional Organization's Code of Ethics (American Association for Marriage and Family Therapy, American Counseling Association, American Psychological Association, or National Association of Social Workers).
 - Must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act* (HIPAA).
4. **LICENSING/CERTIFICATIONS:**
 - Must hold an Independent Master's Level Mental Health Therapist License (LPC, LMFT, LCSW, or Psychologist) or be within six months of receiving independent license.
 - Possess a valid Arizona Driver's License.
 - Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.

For Employment Application visit: <http://critonline.com>

Submit completed application to: **CRIT Human Resource Department**
26600 Mohave Road
Parker, Arizona 85344

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